

Document Header Information

Document Type:	Auth	Document Name:	AUTH248869-1
Travel Authorization Number:	TAA05PO1	Trip Name:	Regional Administrator Quarterly in Chicago
TA Date:	04/04/18	Currency:	USD
Organization:	EPAR01ORA	Current Status:	SIGNED
Purpose:	2-INFORMATIONAL MEETING	Document Detail:	Attending Regional Administrator Quarterly Meeting in Chicago. The RA will be departing the meeting before it concludes on the 18th. Per instructions from The Office of Congressional and Intergovernmental Relations (OCIR), the RA's name has been provided to the Chicago\Rosemont Embassy Suites. A confirmation number will not be provided as they will just need to present their credit card at the front desk during check-in. A signed memo with SRO is attached for her flights.
Type Code:	TEMPORARY DUTY		

Traveler Profile

Name:	DUNN, ALEXANDRA D	TID:	(b) (6)
Organization:	EPAR01ORA	Duty Station:	
Card:	NO ADVANCE	Office Address:	5 Post Office Square Suite 100 Boston, MA 01209
EMAIL:	dunn.alexandra@epa.gov	Office Phone:	617-918-1012

Document Information

Trip Number:	1
Purpose:	Attending Regional Administrator Quarterly Meeting in Chicago. The RA will be departing the meeting before it concludes on the 18th. Per instructions from The Office of Congressional and Intergovernmental Relations (OCIR), the RA's name has been provided to the Chicago\Rosemont Embassy Suites. A confirmation number will not be provided as they will just need to present their credit card at the front desk during check-in. A signed memo with SRO is attached for her flights.

Itinerary Locations

From	To	Itinerary Location	Purpose	Per Diem Rates
04/16/18	04/18/18	ROSEMONT, IL		215.00 / 74.00

Document Totals

Total Expenses:	1,226.53
Reimbursable Expenses:	1,226.53
Non-Reimbursable Expenses:	.00
Advance Authorized:	.00
Advance Requested:	.00

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com. Carrier	577.70	.00
Lodging-PerDiem	430.00	.00
M&IE-PerDiem	185.00	.00
Mileage	19.08	.00
Transaction Fees	14.75	.00
Total Expenses:	1,226.53	.00

Trip 1 Details**Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	United	(b) (6)		543.40
COMM-CARR	American Airlines	(b) (6)		.00

Trip Itinerary**From: BOS-Boston, MA (USA) (Logan Intl. Apt) TO: ORD-Chicago, IL (USA) (OHare Apt)****Air****Monday April 16, 2018****BOS-Boston, MA (USA) (Lo to ORD-Chicago, IL (USA) (O**

Apr 16 United 775

Boston, MA (USA) (Logan Intl. Apt) 04/16/2018 8:31AM

Confirmation Number: (b) (6)

Duration: 2 Hours 45 Minutes Nonstop

Chicago, IL (USA) (OHare Apt) 04/16/2018 10:16AM

Flight Information

Distance 864 miles

No Seat Assigned

Emissions 371.5 lbs of CO2

Cost 543.40 USD

Wednesday April 18, 2018**ORD-Chicago, IL (USA) (O to BOS-Boston, MA (USA) (Lo**

Apr 18 American Airlines 252

Chicago, IL (USA) (OHare Apt) 04/18/2018 9:55AM

Confirmation Number: (b) (6)

Duration: 2 Hours 19 Minutes Nonstop

Boston, MA (USA) (Logan Intl. Apt) 04/18/2018 1:14PM

Flight Information

Distance 864 miles

No Seat Assigned

Emissions 371.5 lbs of CO2

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	611.53	Total Per Diem Expenses:	615.00
Date	Description	Category	Cost	Pay Method	Per Diem
04/06/2018	Travel Fee	Com. Carrier	34.30	GOVCC	
Comment:	LB ATRS Domestic w-Air-Rail				
04/06/2018	TDY Voucher Fee	Transaction Fees	14.75	GOVCC	
04/16/2018	Airline Flight	Com. Carrier	543.40	GOVCC	
04/16/2018	Lodging	Lodging-PerDiem	215.00	GOVCC	*
04/16/2018	M&IE	M&IE-PerDiem	55.50	PERSONAL	*
04/16/2018	POV-Airport/Terminal	Mileage	19.08	PERSONAL	
04/17/2018	Lodging	Lodging-PerDiem	215.00	GOVCC	*
04/17/2018	M&IE	M&IE-PerDiem	74.00	PERSONAL	*
04/18/2018	M&IE	M&IE-PerDiem	55.50	PERSONAL	*

Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 615.00

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
04/16/2018	215.00/ 74.00	215.00	215.00	55.50	55.50	
04/17/2018	215.00/ 74.00	215.00	215.00	74.00	74.00	
04/18/2018	215.00/ 74.00	0.00	0.00	55.50	55.50	

Other Authorizations

Trip#: 1

Other Authorization

OTHER PRIVATELY-OWNED VEHICLE

Contract fare used or No contract fare exists for city-pair market

Remarks

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Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	GOVCC	1,022.45
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	PERSONAL	204.08

Totals by Label

EPAR01ORA	17 ORA-B1 Total	AAT.20172018.B.01A.ZZZME8.ME010100.	1,226.53
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Totals by Payment Method

GOVCC Total	1,022.45
PERSONAL Total	204.08

Document History 04/09/2018 Auth: AUTH248869-1**Copyright 1989-2009 Concur Government Edition: Concur Inc. DUNN, ALEXANDRA D. (b) (6)**

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	04/06/2018	8:55AMEST	VINH TRUONG	
RESERVATIONS UPDATED	04/06/2018	8:55AMEST	VINH TRUONG	
RESERVATIONS UPDATED	04/06/2018	9:33AMEST	VINH TRUONG	
SIGNED	04/06/2018	9:55AMEST	TRUONG, VINH	

I certify that the electronic signatures listed above are valid and on file

SIGNED DATE**Document Signatures**

Traveler/Preparer Name:

Traveler/Preparer Signature: _____

Date: _____

Approver Name: _____

Approver Signature: _____

Date: _____